



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 17-00114

TITLE: Analyst Trainee

ISSUE DATE: 3/30/2017

TITLE CODE: 55300

CLOSING DATE: 4/21/2017

DIVISION: Office of the Inspector General

LOCATION: Ewing

UNIT: OPRA/Records Management/Tort Litigation

RANGE: P95

SALARY: 41,230

WORK WEEK: 35 hours

Office Description

The New Jersey Department of Transportation is accepting applications for candidates interested in an Analyst Trainee position located in Ewing for the Office of the Inspector General, OPRA/Records/Tort Unit. Analyst Trainees are assigned a 35 - hour work week. The hours of work are 9:00am - 5:00pm. Current Starting Salary is \$41,230 and after six months is \$43,094. Benefits include medical, dental and pension.

The Office of the Inspector General contains four units: Internal Audit; Internal Investigations; Ethics and Special Projects; and the Open Public Records Act/Records Management Unit/Tort.

The NJDOT OPRA/Records/Tort Unit is responsible to satisfy legal requirements for records management, the Open Public Records Act (OPRA), responses to subpoenas, implementation of litigation holds, and to provide support to the Division of Law in matters filed under the Tort Claims Act.

Position Description

1. Log, process, analyze and fulfill OPRA Requests.
2. Maintain complete OPRA request files and accurate request status.
3. Communicate with OPRA requestors
4. Log, process, analyze and fulfill Subpoenas served upon the Department.
5. Review and process of Notice of Tort Claims and Summonses/Complaints served upon the Department.
6. Issue and track the Department's litigation holds.
7. Provide guidance and direction to Department on records management, including records retention, storage, disposal, retrieval and archiving of records.
8. Manage the lawful preservation, storage and destruction of records.
9. Provide support in tort litigation matters to the Division of Law, Tort Litigation & Judiciary Section through the collection of documentation and information as requested by counsel, preparation of discovery responses in support of litigation, and tracking of physical evidence relevant to litigation.
10. Analyze proposed tort settlements and assist in providing a response to settlement offers through establish procedures.
11. Arrange logistics for depositions held on - site.
12. Provide general support as needed

Requirements

Education

Graduation from an accredited college with a Bachelor's degree.

Preferred

Strong analytical ability

Excellent verbal and written communication skills

Attention to detail

Organized

Team - oriented

Willingness to learn and invest in self - development

Comprehensive knowledge of MS Office, Adobe Professional

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student/OPT program, F1 or H1B work authorization visas.

Residency

All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

How to Apply

Submit letter of interest, current resume, unofficial transcript OR foreign degree evaluation, and a completed New Jersey State Application for Employment by closing date.

Paper applications are no longer accepted. You must follow instructions on how to submit electronically.

Application can be found at: <http://www.state.nj.us/transportation/about/employ/process.shtm>

Important Notice: Applicants cannot apply through internet sites such as INDEED, DiversityJobs, or JustJobs. You MUST apply through the NJDOT Employment website in order to be considered.

Note on degree information:

You must provide transcript or evaluation of your UNDERGRADUATE degree. Foreign degree evaluation must be evaluated by a recognized evaluation service and include your course - by - course evaluation.

Candidates will NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.